



Employee Education Program

POLICY

Eligible Employees who meet the program requirements may take classes at Michigan Tech and tuition and lab fees will be waived. Because the benefit varies depending on your status, you should contact the Benefits Office for details. Off campus employees should refer to the Education Benefits for Remote Employees policy.

Employees are responsible for the cost of books, supplies, equipment, and penalties. If you successfully complete the course(s) with a passing grade of a "C" or higher (credit or audit), the University will cover your tuition charges.

ELIGIBILITY

- You must maintain active employment status at the University for the entire duration of the course
- a regular, full-time, exempt employee receive 2 classes or 6 credits, whichever is greater, per semester
- a regular full-time, non-exempt employee receive 2 classes or 6 credits, whichever is greater, per semester
- UAW members receive 9 credits per semester
- AFSCME members receive 9 credits per semester

ENROLLMENT AND ADMISSION REQUIREMENTS

You must receive your supervisor's permission to take a course, meet the requirements of eligibility, and be subject to the general regulations and course prerequisites published in the current catalog.

TERMINATION OF THE EDUCATION BENEFIT

Tuition must be reimbursed if you fail to maintain active employment status during the semester in which the class is taken or for any courses failed or dropped without approval.

RELEASE OF COURSE

If extenuating circumstances arise that require you to drop the course after the drop date, you may apply for an emergency/conflict allowance by contacting the Benefits office for a *Release from Course* form which must be approved by your supervisor and Human Resources. *Release from Course* forms must be received during the semester that you are partaking in the course. Requests to be released from a course will be reviewed by Human Resources who will determine whether or not the request is approved.

TAXABILITY

This benefit may be taxable to the employee if the graduate classes are above the IRS limit - refer to the Tax & General Accountant in accounting services.

PROCEDURES

Discuss and receive permission from your supervisor to take the course(s). Once you have approval, the remaining process is very simple.

1. If you have not previously taken classes at Michigan Tech, complete an application for admission online at mtu.edu/apply. If you have had a break in enrollment, you must be readmitted by Student Records and Registration.
2. Register for courses online in Banweb (after being admitted or readmitted). Registration priority is based upon total credits earned.
3. Your tuition bill must be signed by your supervisor. The bill must then be approved by a representative of the Benefits Office. The Cashier's Office must then validate your bill by the due date to avoid late charges.
4. If you qualify for the employee education program as well as the Senior Citizen or a Tribal tuition program, Michigan Tech will apply the benefit as an employee before applying the applicable benefit.
5. Summer Semester will be treated as one semester (not as Track A and Track B). If you take classes in the summer, the benefit will be applied as one semester and will not apply to both Track A and Track B.